



LEGAL NOTICE

REQUEST FOR QUALIFICATIONS SEALED PROPOSAL 14-200

For

Support Services - Gateway Green Light Program

For

**ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI**

CMAQ-5414 (616)

St. Charles County is seeking Statement of Qualifications for **Support Services - Gateway Green Light Program**. The County reserves the right to terminate the contract for reasons of violations by the successful proposer of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party ample time to remedy the deficiencies.

INSTRUCTIONS

One [1] signed original and five [5] signed copies of the statement of qualifications must be received in a sealed envelope plainly marked “**14-200 Support Services - Gateway Green Light Program CMAQ 5414 (616)**” with the due date and time in the lower left corner of the envelope.

An authorized representative of the company/person submitting the statement of qualification must sign it in blue ink.

Statements of Qualifications must be submitted to the St. Charles County Finance Department, 201 North Second Street, Room 541 St. Charles, MO 63301 prior to **12/12/2014 at 10:00 AM**.

St. Charles County reserves the right to accept and/or reject any and all proposals.

INQUIRIES

Any questions or clarifications concerning this Request for Qualifications must be submitted in writing via E-mail (preferred), mail or fax to:

Kurt Mandernach, Purchasing Manager
St. Charles County Government
Finance Department
201 North Second St
St. Charles, Missouri 63301
Fax: (636)949-7589
purchasing@sccmo.org

For questions or inquiries concerning the specifications please contact:

John Greifzu, Director
St. Charles County Government
Transportation Department
201 North Second St
St. Charles, Missouri 63301
Fax: (636)949-3074
jgreifzu@sccmo.org

Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled “Inquiries”, concerning this request is prohibited PRIOR TO PROPOSAL DUE DATE. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and their Agents within St. Charles County. Any Offeror engaging in such prohibited communications prior to proposal due date may be disqualified at the sole discretion of St. Charles County.

TERMS AND CONDITIONS

- No additions, deletions, corrections, or adjustments will be accepted after submissions are opened.
- The electronic version of this proposal/RFQ is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this proposal/RFQ on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- An authorized officer of the company submitting the response must sign all copies, in blue ink.
- Vendors must submit six [6] signed copies of their statement of qualifications; one is to be an original and so marked.
- Prices for services should not be included in submitted responses
- St. Charles County will not award any proposal to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.
- Sealed submissions received after the designated time of the receipt of the sealed statements will not be opened.
- The successful firm is specifically denied the right of using in any form or medium the names of St. Charles County or any other public agency of St. Charles County Government for public advertising unless express written permission is granted.
- All firms must possess the necessary and appropriate business and/or professional licenses in their field.
- Award will be made to the firm best qualified and capable of performing the desired work, subject to successful contract negotiations.

Employment of Unauthorized Aliens Prohibited (*Missouri Revised Statutes Section 285.530*)

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this proposal request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a proposal solicitation response.

These documents will be kept on file. The notarized affidavit will remain current for **one year** from the date of the notarized affidavit.

**** PLEASE NOTE:**

Acceptable enrollment and participation documentation consists of a valid copy of the signature page Of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division

The online address to enroll in the E-verify program is:

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

OPEN RECORDS

Any and all information contained in or submitted with the proposal becomes a public record subject to the Missouri Sunshine Law when a contract is executed or all proposals are rejected. If Proposer believes that any information contained in or submitted with the proposal is protected by the Missouri Sunshine Law, Proposer must clearly identify what information Proposer believes is so protected and must also clearly identify the legal basis therefor.

RFQ 14-200
Support Services – Gateway Green Light Program, CMAQ 5414 (616)

St. Charles County (referred to hereafter as County) seeks a qualified contractor to assist the County in the system operations, maintenances, and management of the Gateway Green Light Program in St. Charles County.

Qualifications are due on **Friday, December 12, 2014 at 10:00 a.m.** local time to the following address:

Kurt Mandernach
Purchasing Manager
St. Charles County Government
201 North Second St, Suite 541
St. Charles, MO 63301

Late proposals will be returned unopened. Six (6) copies of the proposal are required. Faxed proposals will not be accepted.

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Section I: Scope of Work

SUMMARY

The contractor will staff a traffic operations position and provide various other duties. The various other duties include but not limited to operations of centralized traffic management systems, use of sign control and camera systems, monitoring program performance, asset management, coordinate work zone safety, maintenance support, and other tasks as directed or outlined in the following work plan. Staff working as part of the traffic operations position will have an understanding of traffic signal operations, vehicle detectors, signal phasing, signal maintenance and signal coordination.

The two-year contract (with option to extend two additional years in one year increments) will be cost plus fixed fee (not to exceed). The Contractor will keep track of a costs and hours worked for each task completed under the contract.

The support will be provided under the following general categories:

- Operation & monitoring of the centralized traffic management system
- Communication network engineering, troubleshooting and repair tracking
- Control of related traffic management field devices
- System usage statistics tracking
- Traffic performance measures and reports
- Work order tracking and resolution
- Minor configuration changes to signal software
- Assist in signal timing plan development
- Asset Management

- Work Zone Safety
- Coordination of Software Upgrades and Maintenance

The St. Charles County has a satellite traffic management center at its Administration Building in St. Charles, Missouri. The County will provide a workspace and equipment needed to monitor traffic operations from this location. Likewise, the Missouri Department of Transportation (MoDOT) will provide a workspace and equipment needed for the contractor's staff to work side by side with its staff at its Traffic Management Center (TMC) in Chesterfield, Missouri.

TASK 1: REGULAR DUTIES

The following detail regular duties expected from staff supplied by the contractor through the duration of the contract.

Incident Response

Staff will monitor CCTV, detectors, or other systems for incident impact and command manual timing plans or make other timing changes to respond to incidents, special events, and construction. Changes made in response to incidents will be reverted when incident has been cleared. Staff will stay until incident has been resolved. Staff will summarize and review incident responses for effectiveness and improvements and provide a report to the member agencies, as well as, coordinate incident response with MoDOT and the incident response command structure for regional incidents.

Planned Response

Enable manual timing plans for special events and planned actions that impact traffic flow. Staff will notify client engineers of anticipated changes made, manual timing plans created, and/or schedules that will run to address the needs of the planed event. Contractor's staff will work to make the client aware of any changes at a time that allows at least one week of review and comment by the client before system changes will be programmed and or executed. Staff will review and summarize planned responses for effectiveness and improvements and provide a report to member agencies.

Controller Database Management

Contractor's staff will verify that central system databases match field controllers' databases at regular intervals and set up the systems to perform regular updates and reports. If differences are encountered efforts will be made to document the difference and alert the appropriate agency. With client permission central databases may be restored to a field device that has been altered, or if the central can be updated to reflect the field change.

Troubleshoot Signal Operations

Monitor the centralized traffic control system's signals for proper operation. Identify and manage/configure reports of signal status (coordinated, free, failure, offline, etc.). Alert client of device/controller failure and assist in troubleshooting to correct issue in timely manner.

Troubleshoot Communications

The contractor will be responsible for troubleshooting communication errors or failures. This includes maintenance of the Simple Network Management Protocol (SNMP) software and understanding in ITS and ATMS applications. The contractor shall have on staff or subcontract with Cisco Certified Network Analysis or equivalent needed to diagnosis and restore network communications, and track frequency and progress

of network repairs. In addition, to the daily health of the network, the contractor will be responsible for documentation and quick remediation of network outages. The minimum skill set is anticipated for this task.

- Expert in the installation, configuration, upgrade, maintenance, and debugging of the CISCO/HP switches
- Proficient in configuration and trouble shooting of multicast routing
- Knowledgeable with broadband radios and cellular communications
- Experienced and highly skilled in TCP/IP routing configuration
- Expert in Simple Network Management Protocol (SNMP)
- Experienced with Intrusion Detection Systems and Firewalls
- Adept in use of packet sniffing programs

System Training

Train client operators on a one-on-one basis during the off-peak hours on the system. Help their staff become proficient in the use of the system including but not limited to setting intersections free, database management, running manual assignments, responding to automatic alarm notifications, checking for proper operations of signals, travel times, stop delay, reporting and detector data and reporting.

System Reporting

Prepare reports that outline the current status of the system, including but not limited to communication status and system failures. Contractor's staff will prepare requested reports to be submitted to the County or Commission at an interval pre-defined. Contractor's staff will attend Gateway Green Light Board meetings and periodically be asked to make presentations to the Gateway Green Light Board. The Gateway Green Light Board is a Technical Advisory Board that consists of representatives from MoDOT, St. Charles County, and the municipalities of Cottleville, Dardennne Prairie, Lake St. Louis, O'Fallon, St. Charles, St. Peters, Weldon Spring, and Wentzville.

Timing Plans

Contractor's staff will provide support for development of basic timing plans as requested for events that may impact traffic flow. These timing plans may include: daily TOD plans; incident management plans; holiday plans; late night plans; special event plans; snow / inclement weather plans; construction plans; or other plans. The plans will be provided to the client and approval obtained before any modifications to the central system or field devices are performed. Develop regular schedule of review of corridor's timing plans and performance measures that could either accelerate or delay scheduled optimization projects. Coordinate reports for corridor optimization efforts.

Asset Management

Contractor's staff will maintain an asset management database to provide a record of ITS infrastructure and track inventory. Coordinate with member agencies on upkeep and needed queries.

Work Zone – Safety

Contractor's staff will prepare and maintain a work zone database including updating the TranSuite map and will participate in weekly work zone safety meetings.

Public Outreach

Contractor's staff will work with the Gateway Green Light Program partners to define objectives, goals and public information for the programs web page, pamphlet and other promotional literature.

Non-GGL Staffing and Support

The contractor will provide staffing and system support to MoDOT for its operations at its TMC. Staffing schedule at the MoDOT's TMC will be agreed upon with the Contractor and MoDOT at least 1 week in advance. It is anticipated that non-GGL staffing and support will be 8 to 10 hours per week.

TASK 2: SYTEM ADMINISTRATION DUTIES

The following duties are seen as need as necessary to support continued operation of the systems.

User Access and Rights

The contractor will perform general administration of the systems to support user access, privilege assignments, basic reconfiguration, and device modifications as necessary to maintain system uptime and performance meets client expectations.

Public Calls

As needed staff will take public calls, responding to basic requests for system's operation and functions of all devices. The contractor will generate work orders to be supplied to the appropriate client or support contractors as directed.

Intersection Graphics Support

The contractor will update the graphics used to support the systems as requested by member agencies. The new or updated graphics will be placed on the central servers for distribution.

TASK 3: PERFORMANCE MEASURES

To demonstrate system impact and effectiveness, evaluation criteria will be determined and tracked. Duties associated with this task will be largely guided by the client.

Measure of Effectiveness

The contractor will develop Measures of Effectiveness (MOE) need to evaluate the systems at a minimum in the following areas: travel time studies, intersection turning movements, and volume counts. Traffic flow and mobility will be a focus of the MOEs and will be developed with clients to determine metrics that support their operational goals. It is anticipated that these MOEs will include signal delay, speed index, travel time index, delay, average speed, incident duration, V/C ratio, LOS, reliability index and other measures that may be further defined by in MAP-21 or a new transportation bill, East-West Gateway Council of Governments, or established as best practices by the Gateway Green Light partners. Reports on MOE's will be developed and presented to the Board on a regular schedule.

Response Time Measures

Complaint resolution time, work order tracking, and execution of configuration changes are examples of response time measures that can be used to determine system and staff responsiveness. Measures will be developed with clients to determine variables to track that support their operational goals. Reports on these measures will be developed and presented to the Board on a regular schedule.

CONTRACT DURATION

Work will be performed under this contract for two (2) year duration and two (2) additional one year contract extensions may be issued based on contractor performance, funding and need.

STAFFING HOURS

The Contractor shall include in its proposal the staffing hours of the traffic operations desk and if these services will be performed at the County's satellite traffic management center or MoDOT's TMC or remotely. The contractor's plan shall outline its proposal during day to day operations and during periods of non-recurring congestion (incident, special event, construction, etc.).

At least once per week the contractor will staff the traffic operations desk at MoDOT's TMC during the both AM and PM peak period and twice a week at the County Administration Building.

POLICY GUIDELINES

Traffic signal timing shall adhere to MoDOT, GGL, and individual client agency policies and guidelines. These shall include, but not be limited to the following:

1. Conform to all relevant State of Missouri personnel policies related to use of State buildings; use of State computer equipment; use of State office equipment; access to confidential State records; substance abuse; safety regulations; sexual and racial harassment.
2. Conform to policies applicable to all employees of the TMC, St Charles County, and individual client agency access to building and security; building cleanliness; control room dress code policies; parking; and use of closed-circuit television images.
3. Conform to all MoDOT, GGL, and client agency guidelines and policies relating to the timing and coordination of traffic signals.

WORK QUALITY

The contractor shall perform training and skills assessment for staff assigned to this project. Overall performance will be evaluated together with the County on a quarterly basis.

Section II: Qualifications for the Project

Statements of Qualifications (SOQ) are due on **Friday, December 12, 2014 at 10:00 a.m.** local time to the following address:

Kurt Mandernach
Purchasing Manager
St. Charles County Government
201 North Second St, Suite 541
St. Charles, MO 63301

Respondents to this RFQ shall include the following in their submittal:

1. A list of names, titles, and resumes of personnel anticipated to be a part of this project
2. Work Plan
3. Staffing Plan

4. References
5. A list of similar projects
6. Subcontractors List
7. Disadvantage Business Enterprise (DBE) List (DBE Goal 0%)
8. Statement of Qualification (RSMo 8.285 through 8.291)
9. Affidavit of Compliance with the Federal Work Authorization Program
10. E-Verify Memorandum of Understanding (15 CSR 60-15.020)

Section III: Evaluation Criteria

The qualifications submitted by each contractor or contractor team will be evaluated according to the following criteria, in order of priority and points as assigned:

1. *Experience, qualifications, and technical competence* of the contractor relative to comparable projects within the last five (5) years. This section of the contractor's proposal should outline its experience and that of its subcontractors, project manager, and assigned individuals with TransSuite ATMS software, Siemen's ACTRA, TACTICS, and ACS Lite Systems, Autoscope Video Detection Software, Iteris Velocity and Video Detection Software, Bluetooth Detectors, Econolite and Siemens Signal Controllers, SMNP Software, Communication Networks (fiber, cellular, radio), Asset Management Software, Trafficware's Synchro, Time Space Diagrams, and other state of the art software, equipment and processes needed to deliver the desired services. A total of 30 points is available. This section of the contractor's proposal should be limited to 10 pages.

- a. Experience of the contractor and subcontractor(s)
- b. Experience of the project manager
- c. Experience of other assigned individuals
- d. Related project experience

2. *Work Plan*. This plan should provide a description of the contractor's approach to deliver the desired services. This section should outline the day to day, monthly, quarterly, and yearly tasks and deliverables. A total of 40 points is available. This section of the contractor's proposal should be limited to 20 pages.

- a. Understanding of the scope of work
- b. Understanding of technical requirements and options
- c. Description of the contractor's approach to provide the services requested herein

d. Staffing hours of the traffic operations position and if these services will be performed at the County's satellite traffic management center or MoDOT's TMC or remotely.

e. Value added services, description of additional services offered by the contractor not included in the scope of work but considered important to support ongoing operations and maintenance of the Gateway Green Light Program.

3. *Staffing Plan.* This section should provide the contractor's plan and staffing requirements to provide the services outlined in its Work Plan. It should include a discussion on its plan to provide staffing during vacation, sick time or other time off of its project manager and other assigned individuals. This section should also describe the contractor's methodology of staff assignments to insure the education, training, and experience of the assigned individual is appropriate match for the task or duty. A total of 30 points is available. This section of the contractor's proposal should be limited to 5 pages.

a. Name project manager and other assigned individuals

b. List duties of project manager and other assigned individuals

Section IV: Selection Procedures

A contractor will be selected by St. Charles County and its project partners, which includes MoDOT and local jurisdictions, after analysis of all information provided in the proposals. Respondents should be available for interviews prior to the selection of a contractor. The respondent, if interviewed, shall have its project manager and any other key individuals at the interview. The County may elect not to conduct interviews and reserves the right to negotiate a contract, including the scope of work and contract price, with any respondent.

This request does not commit the County to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. The County reserves the right to accept or reject any or all responses received as a result of this request, or to cancel this request in part or in its entirety if it is in the best interest of the County to do so. Respondents shall not offer any gratuities, favors or anything of monetary value to any officer, employee, agent, or director of the County or its project partners for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of the Request for Proposals.

The County reserves the right to suggest to any or all respondents to this RFQ that such respondents form into teams or organizations deemed to be advantageous to the County in performing the scope of work. The County will suggest the formation of such teams when such relationships appear to offer combinations of expertise or abilities not otherwise available.

Respondents have the right to refuse to enter into any suggested relationship. All proposals submitted hereunder become the exclusive property of the County.

Exception Sheet

If the item(s) and/or services proposed in the response to this proposal is in any way different from that contained in this proposal or proposal, the proposer is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the proposer's offer is in total compliance with all aspects of the proposal.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE PROPOSAL

Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____

(Indicates acceptance of all proposal terms and conditions)

Date: _____

AFFIDAVIT OF WORK AUTHORIZATION

The proposer/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as
_____(Position/Title) first being duly sworn on my oath, affirm
_____(Business Entity Name) is enrolled
and will continue to participate in the E-Verify federal work authorization program with respect to
employees hired after enrollment in the program who are proposed to work in connection with the
services related to contract(s) with the County for the duration of the contract(s), if awarded in
accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____
_____(Business Entity Name) does not and will not knowingly
employ a person who is an unauthorized alien in connection with the contracted services provided to
the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands
that false statements made in this filing are subject to the penalties provided under section 575.040,
RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date